
COMMISSION ON OSTEOPATHIC COLLEGE ACCREDITATION

SITE VISIT TEAM ON-SITE REQUIREMENTS

Lodging:

The COM must make reservations at a hotel convenient to the COM for each member of the visiting team. If the COM does not intend to have breakfast available for the team, please choose a hotel that provides breakfast. Arrangements should be made to have hotel expenses (room and tax only) directly billed to the COM. Hotel expenses for Evaluator Trainees will be deducted from the final site visit invoice. Meal expenses may be charged to the hotel bill.

Ground Transportation:

The COM is responsible for all ground transportation for the site visit team. This would include pick-up and drop-off at the airport, transportation to and from the hotel and the COM, as well as, transportation to and from dinner and clinical sites. The Team Secretary will communicate these arrangements to the team. (Provide this information via the [Site Visit Information Form](#))

Logistics:

When on-site, the Team must have the following:

- A team workroom that is large enough to comfortably accommodate space for each team member to write at a computer, review documents, and eat meals catered by the COM. This room will NOT be used for interviewing COM personnel.
- Provide access to secure high speed Wi-Fi.
- Connection to a high-speed printer, scanner and shredder should be located in the same team workroom.
- The Team Secretary will advise the COM on the exact number of computers needed. All computers must have appropriate Internet access allowing team members to open both protected and non-protected documents for review on the COM website.
- One (1) ream of paper for printing and office supplies, i.e. pens, pads of paper, stapler, paper clips, etc., should be available in the team workroom.
- The COM will provide name badges or key cards for each of the team members. The Team



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Secretary will provide names and specialty areas.

- An IT technician should be available to the team during the entire visit. Please provide the technicians contact information on the site visit information form.
- A list of key contacts must be available in the team workroom for the Team Secretary.
- Coffee, tea, water and soft drinks and snacks will be sufficient and should be available all day. Lunch should be provided for the team in a private room or the team workroom during the visit.
- The Team Secretary should be informed as to who is handling arrangements for all or each of the previously listed requirements at the COM.
- The COM must accommodate site visitors with disabilities (transportation, hotel and equipment).
- The COM must provide an adequate number of staff members to guide the site visit team to their respective interviews as well as provide a five (5) minute warning before the conclusion of each interview.

Materials for Review On-Site:

- All additional materials requested by the site visit team need to be provided to the Team Secretary electronically for submission in COCA-Online. Documents provided by the COM for consideration by the team that support the COM's compliance with the Standards reviewed on the site visit should be organized by Standard or Element.
- Each team member will receive the self-study and attachments submitted by the COM, in COCA-Online prior to the visit.

Gifts to Site Visit Team Members:

- Gifts for site visit evaluators are not allowed. The COCA understands that a COM may wish to impart nominal gifts of hospitality (e.g., snack bags, water, COM mementos, etc.). While the COCA does not encourage any gifts, a COM may choose to convey nominal hospitality gifts not to exceed \$25 in value. A gift exceeding this value may not be accepted by the site team evaluator.

Updated as of 8/1/2018